

THE ORIENTAL INSURANCE COMPANY LIMITED

**ORIENTAL STAFF TRAINING COLLEGE
SECTOR-11, MATHURA ROAD
FARIDABAD**



**Tender Document for
PROVIDING WORKFORCE OF
HOUSEKEEPING, ELECTRICAL
MAINTENANCE & GARDENING SERVICES
ON CONTRACTUAL BASIS
AT
OSTC, FARIDABAD**

**FINANCIAL BID
PART – II (PRICED)**

**(Please Check that number of pages are 74-83)
EACH PAGE OF THE TENDER DOCUMENT MUST BE
SIGNED & STAMPED BY THE TENDERER**

FINANCIAL BID

Important Instructions for submission of Financial Bid

The number & category of workers to be deployed at OSTC for the administration of this contract for various Services shall be as under:

1. Housekeeping Services:

Designation	No. to be deployed	Category for the purpose of Minimum Wages
Supervisor	01	Highly Skilled
Receptionists	03	Skilled
Driver	01	Skilled
Assistant Plumber	01	Semi-Skilled
Room Boys	04	Unskilled
Sweepers	04	Unskilled

2. Electrical Maintenance Services:

Designation	No. to be deployed	Category for the purpose of Minimum Wages
Electrical Supervisor/ Head Electrician	02	Highly skilled
Electricians/ DG Set operators/ Solar System operators	02	Skilled
Electrician Helper	01	Semi-skilled

3. Gardening Services:

Designation	No. to be deployed	Category for the purpose of Minimum Wages
Gardening Supervisor/ Head Mali	01	Semi skilled
Gardeners/ Mali	03	Unskilled

The payment to Service Provider / Contractor i.e. their monthly Bill will comprise of two components (Statutory payments and Fixed %age Administrative/ Service Charges). Before quoting the charges in the financial bid, Service Provider/ Contractor should keep in mind the following facts in addition to the other terms and conditions of the Technical Bid Part-I (Un priced) mentioned elsewhere in the Tender document.

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Statutory Payments: The Service Provider/Contractor will be required to make following statutory payments to all Categories of workers and remit contribution to Statutory Authorities as under:

- (a) Minimum Wages to Supervisor / Receptionists / Plumber / Room Boys / Sweepers/ Driver/ Electricians/ Gardeners as per Minimum Wages Act 1948 as notified/ revised by Chief Labour Commissioner - Central, Ministry of Labour and Employment, Government of India as long as Faridabad is a part of Delhi NCT else the Minimum wages of Haryana State as fixed by Labour Department, Haryana Government, will be applicable. A copy of the latest Gazette Notification dated 26.09.2023 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India with regard to payment of minimum wages applicable as on date is annexed for information and further revision in rates in future will be guided by Gazette Notification by the labour Department, Govt. of India.
- (b) Employers' contribution toward PF under EPF Act 1952 as amended,
- (a) Employers' contribution toward ESI Scheme under ESI Act 1948 as amended for eligible contract workers,
- (c) Payment of compensation for overtime /weekly off/National holiday/any other holiday, as applicable
- (d) Any other payment to ensure compliance of various statutes of the Central Govt. or State Govt. and /or any other Authority constituted by or under any law and as amended from time to time and or any other rule framed there under from time to time for the category of persons deployed by the Service Provider/ Contractor.

As above statutory payments are govern by notification issued by the central and / state govt. time to time and hence these payments may keep varying. Therefore, **the quantum under this head need not be quoted / specified. The Bidder will only declare that he/they will undertake to make all statutory payments to his/their workers by the stipulated date and deposit statutory contributions with the concerned statutory authorities. Thereafter the Contractor/ Service Provider will claim these payments from OSTC Faridabad on actual basis.**

Note:

The above Workers Supervisor / Receptionists / Plumber / Room Boys / Sweepers/ Driver/ Electricians/ Gardeners as per Minimum Wages Act 1948 will be responsible for execution of work as mentioned in annexure VII titled 'Scope of Service' attached with the Technical Tender document.

I. Housekeeping Services: OSTC has the discretion to increase and decrease the no. of contract workers and may ask the contractor to deploy workers of other category such as Yoga teacher, carpenter, Painter, Welder mason, etc. The eligibility criteria for such workers such as qualification, experience etc. will be decided by OSTC. These categories of workers will be included and contractor will be paid as per category of workers (Minimum Wages Act) and % service charge quoted in the Financial Bid.

II. Electrical maintenance: The services are to be provided for upkeep and

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maintenance of various electrical items / installations / fixtures / fittings / wiring and various appliances such as Geysers, Room Heaters, Inverters, Air conditioners, (Window, Split, tower, duct etc), Water coolers and electric motors of various capacities, TVs & Set Top Boxes, LCD Projectors, Neon-sign & sign-boards, FAX machine, Bain Marie, Electric Mixer & Grinder, Deep Freezer, DG Sets, Synchronizing panels, Solar power plant 25KWP, Water Softner Plant, fountain and swimming pool plants, Water Bore system (including submersible pumps and cables), Refrigerators, 500 KVA Substation comprising of Transformer, Vacuum Circuit Breaker, Electric panels, Electric Meters, Electric Poles. Televisions LCD/ LED, 3 CISCO Video conferencing units, Fans, Door Bells, Irons, Table lamps, tube lights / other lights, Exhaust fans, Insect catcher, shoe shiner, desert coolers, UPS, stabilizers, cables, telephones, EPABX system and LAN wirings, hot cases, electric kettles, toaster, griller, sandwich maker, vacuum cleaner etc. This list is illustrative and not exhaustive.

III. Gardening Services: The Service Provider/ contractor shall be responsible for total maintenance of lawns/greenery in the OSTC premises including blocks (parks) in front of OSTC on Delhi-Mathura road. The work includes preparation of nursery raising plants, cutting of grass, cleaning of all green belts, pruning of plants, trees, maintenance of hedge inside and outside OSTC, watering and maintenance of plants, spray of pesticide and insecticide and taking care of fauna in OSTC premises and in garden area. The procurement of fertilizer, purchase of plants/seeds/gardening implement etc. Cost of material such as gardening tools, fertilizers/seeds, chemicals, Plants etc. and their transportation from place of purchase to OSTC shall be borne by OSTC.

For complete details please see Annexure VII – Scope of Service attached to the Technical Bid for all the three services above.

II Fixed % age Charges: These are the monthly Administrative/ Service Charges including various overheads & profit which is to be quoted by the bidder as fixed % age of the Statutory Payments specified under (I) above & payments on account of other benefits listed under 4 & 5 below. This fixed % age should be clearly mentioned in the bid. The amount under this head will be paid in addition to the statutory amount paid by them, as % age of the total amount paid by Service Provider/Contractor to the Supervisor / Receptionists / Plumber / Room Boys / Sweepers/ Driver/ Electricians/ Gardeners as per Minimum Wages Act 1948. Employer's contribution towards PF/ESI will be reimbursed by OSTC to the contractor/ Service Provider on submission of Effective proof of remittance.

Though the % age of charges will remain fixed during the Contract period, the actual amount of monthly Administrative/ Service Charges will keep on varying depending upon the reimbursement amount that will be claimed/ payable every month on account of revision in wages etc as per Minimum Wages Act and other permitted benefits provided to the all contract workers.

GST as applicable shall be extra and shall be borne by OSTC. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess will be deducted as applicable from time to time.

General Guidelines

During the period of Contract the Service Provider/Contractor will be paid (I) Statutory payment plus (II) **monthly Administrative/ Service Charges** based on fixed % age **(to be quoted by the bidder) of the Statutory Payments under (I) above and permitted benefits provided under 4 & 5 below** and while quoting the %age in the financial bid they are advised to keep a note of following:

1. The amount will be paid to Service Provider/Contractor following release of amount by them to their workers and depositing the mandatory amount(s) Employer Contribution towards ESI & EPF along with EDLI and Admin charge paid to PF department by the service provider/ contractor in respect of the workers deployed by the Service Provider/contractor with concerned Statutory Authorities and spending amount on permitted benefits for the all contract workers, on submission of documentary proof of such remittances along with %age of Admn / Service charges.
2. GST as applicable shall be extra and shall be borne by OSTC.
3. All statutory deductions such as TDS, surcharge, Education cess, Higher education cess etc. will be deducted from the total bill amount as applicable from time to time.
4. The Contractor/ Service Provider shall provide uniform (Two Shirts, Two Trousers, Two pair of Socks, One Belt, one pair of Shoes or one pair of Sandals or one pair of Chappal, one Safa for covering head (for Gardeners) one Jacket or Sweater (in Winter) per year to the workers of all categories deployed by them at OSTC. The cost of the uniform and shoes etc. for such Workers will be reimbursed by OSTC to Service Provider/Contractor on actual basis alongwith service charges quoted in the financial bid. The Service Provider/Contractor has to ensure that the uniforms are maintained properly and always kept neat and clean by their workers.

Note: The Service Provider/Contractor will arrange to provide winter and summer uniform along with shoes to **each Contract Workers** within 15 days of award of work on yearly basis. The design /colour/ quality/fabric/cost of the uniform and the brand of shoes to be provided will be approved by OSTC.

5. Service Provider/Contractor shall be responsible for washing/ cleaning/ ironing of uniform for which separate expenses will neither be claimed nor paid by OSTC. Service Provider /Contractor shall be responsible for **premature replacement of uniform and shoes.**
6. Margin for any other Statutory payments/ expenses which the Service Provider/Contractor expects to incur, to ensure compliance with various

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statutory/ legal provisions of the Authorities, margin for Statutory tax deductions, expenses to be incurred for washing/ cleaning/ ironing of uniforms and its premature replacement, his profit, administrative and out of pocket expenses and any other expenses incidental to discharge of duties & obligations under the tender, may be kept in mind while quoting the fixed %age charges..

7. The Tenderers should be possessing / holding a valid license under Contract Labor (Regulation and Abolition) Act, 1970, Contract Labor /(R&A) Rules 1971 to provide workforce for Housekeeping, Electrical Maintenance & Gardening Services at OSTC.
8. The Bidders are advised to visit the site to familiarize themselves with the OSTC campus area for which they are required to provide Housekeeping, Electrical Maintenance & Gardening services.
9. OSTC will reimburse the cost of WC, PA & life and Mediclaim Premium for all contract workers on submission of requisite policy along with proof of payment to OSTC on Monthly/ yearly basis.
10. Service Provider / Contractor shall arrange Floater Mediclaim Policy for the amount and Employees Compensation Policy (WC Policy, PA policy and life policy as prescribed by OSTC in respect of all contract workers in the Joint names of The Oriental Insurance Company Ltd as Principal and Service Provider / Contractor) to coincide with the period of the Contract. Actual premium will be reimbursed to them by OSTC along with fixed Administrative / Service charges thereon.
11. While quoting the rate in Financial Bid, bidder are advised to go through the office memorandum no.F.6/1/2023-PPD dated 06.01.2023, issued by the Department of Expenditure Procurement Policy Divisions, under the Ministry of Finance, Govt. of India.
Violation of these guidelines referred in the above-mentioned memorandum, will cause the Bid as unresponsive and will not be considered for evaluations.

Financial Bid_ Tender for providing workforce for House Keeping,
Electrical Maintenance & Gardening Services at OSTC Faridabad_2023

F.No.1/8(3)/2023-LS-II
Government of India
Ministry of Labour & Employment
Office of the Chief Labour Commissioner(C)
New Delhi

Dated: 26/9/2023

ORDER

In exercise of the powers conferred by Central Government vide Notification No. S.O. 188(E) dated **19th January, 2017** of the Ministry of Labour and Employment the undersigned hereby revise the rates of Variable Dearness Allowance on the basis of the average Consumer Price Index for Industrial workers reaching 385.97 from 378.58 as on 30.06.2023 (Base 2016=100) and thereby resulting in an increase of 7.39 points. The revised Variable Dearness Allowance as under shall be payable from 01.10.2023;-

The rates of Variable Dearness Allowance for employees employed in **CONSTRUCTION OR MAINTENANCE OF ROADS OR RUNWAYS OR IN BUILDING OPERATIONS INCLUDING LAYING DOWN UNDERGROUND ELECTRIC, WIRELESS, RADIO, TELEVISION, TELEPHONE, TELEGRAPH AND OVERSEAS COMMUNICATION CABLES AND SIMILAR OTHER UNDERGROUND CABLING WORK, ELECTRIC LINES, WATER SUPPLY LINES AND SEWERAGE PIPE LINES.**

Category of worker	Rates of V.D.A. Area wise per day (in Rupees)		
	A	B	C
Unskilled	228	191	154
Semi-Skilled/Unskilled	253	215	179
Supervisory			
Skilled/ Clerical	278	253	215
Highly Skilled	299	278	253

Therefore the minimum rates of wages showing the basic rates and Variable Dearness Allowance payable w.e.f. 01.10.2023 will be as under :-

Category of worker	Rates of wages including V.D.A. per day (in Rupees)		
	A Area	B Area	C Area
Unskilled	523+228=751	437+191=628	350+154=504
Semi-Skilled/Unskilled	579+253=832	494+215=709	410+179=589
Supervisory			
Skilled/ Clerical	637+278=915	579+253=832	494+215=709
Highly Skilled	693+299=992	637+278=915	579+253=832

The VDA has been rounded off to the next higher rupee as per the decision of the Minimum Wages Advisory Board.

The classification of workers under different categories will be same as in Part-I of the notification, whereas classification of cities will be same as in the Part-II of the notification dated 19th January, 2017. The present classification of cities into areas A, B & C is enclosed at Annexure I for ready reference.


(Remis Tiru)
Chief Labour Commissioner(C)

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FINANCIAL BID

**The bidder is to quote only fixed %age charges in the relevant column
(The bid will be invalid if not signed by the bidder)**

I/ We hereby declare that Supervisor / Receptionists / Plumber /Room Boys / Sweepers/ Driver/ Electricians/ Gardeners will be paid following amounts every month for which monthly bill will be raised by us and claimed from OSTC for payment on actual basis:

- (a) Minimum Wages to all contract workers as mentioned above as per Minimum Wages Act 1948 as notified/ revised by Chief Labour Commissioner - Central, Ministry of Labour and Employment, Government of India as long as Faridabad is a part of Delhi NCT else the Minimum wages of Haryana State as fixed by Labour Department, Haryana Government, will be applicable. A copy of the latest Gazette Notification dated 26.09.2023 issued by Chief Labour Commissioner (Central), Ministry of Labour and Employment, Government of India with regard to payment of minimum wages applicable as on date has been carefully read by us and we shall be duty bound to comply with the same in letter and spirit.
- (b) Employers' contribution toward PF under EPF Act 1952, as amended,
- (c) Employers' contribution toward ESI Scheme under ESI Act 1948, as amended for eligible contract workers.
- (d) Payment of compensation for overtime /weekly off/National holiday/any other holiday, as applicable
- (e) All other payment to ensure compliance of various statutes of the Central Govt or State Govt and /or any other Authority constituted by or under any law and as amended from time to time and or any other rule framed there under from time to time for the category of persons deployed by the Service Provider / Contractor.

I/We shall arrange uniform Two Shirts, Two Trousers, Two pair of Socks, One Belt, one pair of Shoes or one pair of Sandals or one pair of Chappal, one Safa for covering head (**for Gardeners**) one Jacket or Sweater (in Winter) per year to the workers of all categories deployed by me as stipulated by OSTC and reasonable actual cost thereof will also be reimbursed to me/us by OSTC along with %age service charges. I/We will be responsible for washing/cleaning/ironing & premature replacement of uniform for which separate expenses will neither be claimed nor paid by OSTC.

I/ We have a valid license under Contract Labor (Regulation and Abolition) Act, 1970, Contract Labor /(R&A) Rules 1971 to provide workforce for Housekeeping, Electrical Maintenance & Gardening Services at OSTC.

I / We also confirm that **GST** as applicable shall be charged extra by us which will be **borne by OSTC**. All **statutory deductions** such as TDS, Surcharge, Education cess, Higher education cess etc. will be **deducted by OSTC from the bill** as applicable from time to time. **OSTC will make payment to us on the basis** of actual amount paid by us to our workmen (with deduction of statutory taxes as

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applicable) following payment of amount by me/us to our workers. OSTC will also make payment of %age monthly Administrative Expenses as per 'Service Charges' (Annexure X) & Billing Process & Documents (Annexure XI) of the Technical Tender document.

While quoting the %age administrative charges we have kept in mind:

- (i) While quoting the rate in Financial Bid, bidder are advised to go through the office memorandum no.F.6/1/2023-PPD dated 06.01.2023, issued by the Department of Expenditure Procurement Policy Divisions, under the Ministry of Finance, Govt. of India. Violation of these guidelines referred in the above-mentioned memorandum, will cause the Bid as unresponsive and will not be considered for evaluations.
- (ii) Nature of services as illustrated in 'Scope of Service' – Annexure VII of the Technical Tender document.
- (iii) Statutory payment/ expenses which I/we expect to incur to ensure compliance with various statutory/legal provisions of the Authorities,
- (iv) Margin for Statutory tax deductions,
- (v) Expenses to be incurred for washing/cleaning/ironing of uniforms and its premature replacement.
- (vi) Our profit & administrative expenses,
- (vii) Out-of-pocket expenses.
- (viii) These rates shall be binding on us for the contract period of three years.
- (ix) And other expenses likely to be incurred in discharge of duties & obligations under this tender.
- (x) For arranging various Insurance policies as specified in Technical Bids for all contract workers.

I / We hereby quote our fixed %age administrative/service charges as under -

In figures	%
In words	Percent

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These administrative/ service charges will be paid to me/us by OSTC on actual amount paid by me/us to the workers as mentioned in the bill raised by me/us every month calculated as per the provisions above. This percentage of service charges will **remain fixed** during the period of contract. Though the % age of charges will remain fixed during the Contract period, the **actual amount of monthly Administrative/ Service Charges will keep on varying** depending upon the amount that will be claimed every month under above due to revision of minimum wages from time to time.

Note: While quoting the percentage contractor should keep in mind his margin towards his profit and statutory deductions such as TDS, surcharge, Education cess, Higher education cess which will be deducted from his monthly bill as applicable from time to time.

GST as applicable shall be extra and borne by OSTC.

I/We agree to all the terms and conditions of the tender document.

Date:

Signature:

Place:

Name of Signatory:

(The bid will be invalid if not signed by the bidder)